Student and Exchange Visitor Program

Correction Options for School Officials & Their Prevention (F/M Visa)

1. Type – RETURN TO INITIAL STATUS: ACTIVE TO INITIAL
Issue: School official prematurely registered a student record
Correction Option: Allows the PDSO to modify the status of a student record from Active to Initial for 15 days after the record changed to Active status via the "Return to Initial Status" link on the Student Information screen
Prevention: If the student is pending a change of status, the school official should utilize the following alerts: "Students Past Program Start Date Awaiting Change of Status" and/or "Students With Pending Change of Status Requests". If the student is not pending a change of status, the school official should utilize the "Initial Status Students" list, which includes the program start date as shown on the student's I-20.

2. Type – RETURN TO INITIAL STATUS: CANCELED TO INITIAL
Issue: School official failed to defer attendance
Correction Option: Allows the PDSO to modify the status of a student record from Canceled to Initial for 15 days after the record changed to Canceled status via the "Return to Initial Status" link on the Student Information screen
Prevention: If the student is unable to report and/or enroll by the program start date, the school official should defer the program start date to the next available term or session. School officials should also monitor the "Students Within 45 Days of Cancellation" alert and the "Initial Status Students" list, which includes the program start date as shown on the student's I-20.

3. Type – TERMINATE STUDENT: COMPLETED TO TERMINATED
Issue: School official failed to terminate the record prior to its auto-completion
Correction Option: Allows the PDSO or DSO to modify the status of a student record from Completed to Terminated at any time via the "Terminate Student" link on the Student Information screen
Prevention: If the student is authorized an early withdrawal in their last term or session, the school official should terminate the record in SEVIS for "Authorized Early Withdrawal".

4. Type – EXTEND PROGRAM (F-1 students only)
Issue: School official granted the student a program extension but failed to update the student's record in SEVIS prior to the program end date
Correction Option: Allows the PDSO to extend the program end date on a student record up to 15 days after the current program end date via the "Extend Program" link on the Student Information screen
Prevention: School officials should utilize the "Students Within 45 Days of Program End Date" alert and confirm with the student that he/she will complete their studies by the program end date.

5. Type – TRANSFER OUT (F-1 students only)
Issue: School official at school A transferred a student record to the wrong school B
Correction Option: Allows the PDSO at school B to transfer the student record in Initial status on to school C via the "Transfer Out" link on the Student Information screen
Prevention: Prior to initiating a transfer, school officials should confirm the correct transfer-in school and its school code. *** If the student intends to return to school A to complete their program or participate in post-completion OPT, the school official at either school should contact the SEVIS Help Desk and submit a request to cancel the transfer. This correction option should <u>NOT</u> be used to return a student record to the original school A.**

*Instructions on how to perform the above corrections can be found in the SEVIS user manual located on the Student and Exchange Visitor Program website http://www.ice.gov/sevis/schools/existing_schools/

SEVIS Help Desk
1.800.892.4829
May 2006